

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Institution/Organization Name]  
[Institution/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for OEC Renewal

I hope this letter finds you well. I am writing to formally request the renewal of my Overseas Employment Certificate (OEC), which is due for renewal on [expiration date].

My details are as follows:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- POEA Registration Number: [Your POEA Registration Number]

I have been employed as [Your Job Title] with [Employer's Name] in [Country of Employment] since [Start Date]. I have attached the necessary documents for your review, including [list of documents, e.g., copy of contract, valid ID, previous OEC, etc.].

I kindly ask for your assistance in expediting the renewal process, as I plan to return to [Country of Employment] on [Planned Departure Date].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]